



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

1. <u>Announcement Number</u> T38-10-200-JD	2. <u>Title, Series, Grade, Salary</u> Inpatient Pharmacy Supervisor FS GS-660-13 \$107,509 to \$129,010 per annum Grade level and competitive salary commensurate with education and experience as determined by Professional Standards Board (Based on full-time employment)	3. <u>Tour of Duty</u> M-F	4. <u>Duty Station</u> Pharmacy Service, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full time position	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 6/30/2010	8. <u>Closing Date</u> 7/22/2010

- Relocation/Recruitment and PCS may be authorized.
- This position is **NOT** in the bargaining unit.

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement.
- Any US Citizen

MAJOR DUTIES:

The Inpatient Pharmacy Supervisor must be a licensed pharmacist who is responsible to manage and coordinate comprehensive pharmaceutical care activities in an inpatient care setting for medical and surgical programs located within the Portland VA Medical Center (PVAMC). The incumbent operates on a broad delegation of authority to coordinate all aspects of inpatient care pharmacy services to the medical center. This position oversees activities where the incumbent has responsibility for technical/administrative authority over the work, which requires coordination and integration of work assignments with the other clinical centers and service lines. These pharmacy activities include inpatient care to a variety of patients in specialized units such as medical, intensive care, surgical, psychiatric, and long term care. Incumbent is responsible for developing, reviewing and enforcing all policies and procedures of inpatient drug distribution to the highly technical specialized programs of unit dose, IV admixtures, total parenteral nutrition (TPN), chemotherapy and automated controlled substance distribution (Pyxis). Incumbent is also responsible for:

- Oversight of the pharmacy research program and all procurement of pharmaceuticals and supplies.
- Developing performance standards that support the organizational mission and goals as well as managing personnel and working towards resolving all labor relations issues
- Serving as a consultant within the Pharmacy Department and with health care staff in other Care Lines in evaluating health care delivery to patients.
- Maintaining full responsibility for Medication Repackaging program and the pharmacy elements of the Medical Center's BCMA program.
- Providing a patient-focused, team-based, multi-disciplinary model of pharmaceutical care.
- Other duties as assigned.

This Position is Not Part of the Bargaining Unit

QUALIFICATION REQUIREMENTS:

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G15) for GS-660 Series applies and may be reviewed in the Human Resources Management Service Office.

Basic Requirements

- Must be a citizen of the United States.
- Graduate of a degree program in pharmacy from an approved college or university. The degree program must have been approved by the American Council on Pharmaceutical Education (ACPE)
- Must be a current licensed pharmacist licensed to practice pharmacy in a State, Territory, Commonwealth of the

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United States (i.e., Puerto Rico), or the District of Columbia with at least one year of professional experience at the next lower grade or equivalent experience in private sector.

- Applicants must be able to distinguish basic colors.

Specialized Experience: Applicant must have Doctorate of Pharmacy and at least one year of experience beyond the next lowest level. Examples of specialized experience include but are not limited to: Supervising and maintaining high professional standards with a diverse team, collaborating with other managers and coworkers to develop training programs targeted at improving performance at all levels of the team, and working within established guidelines to ensure team consistency professionalism within the Clinical Pharmacy environment.

CONDITIONS OF EMPLOYMENT:

- This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213).
- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future.
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- All information submitted to this VA Medical Center is subject to verification by VetPro.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- A drug test may be required for an applicant who is tentatively selected.
- A pre-employment physical examination will be required for an applicant who is tentatively selected.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- [VACareers](#) has descriptions of all Title 38 Jobs and their benefits.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Permanent Employees submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)

Other VA Permanent Employees submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

Non VA Applicants submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).

- b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
- c. VA letter of service-connected disability rating dated 1991 or later.
- 5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
- 6. Copies of all current licenses.
- 7. A copy of your college transcripts (Optional unless education is required).

All application packets must be received in Human Resources by Close of Business (COB) on 7/22/2010 .

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr> .

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: T38-10-200-JD

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept emailed applications or applications in a US government envelope.**